

REPORT TO THE COUNTY EXECUTIVE SECOND QUARTER, 2013

RECREATION & ADMINISTRATIVE SERVICES

The Recreation and Administrative Services Department submits the following report for the 2nd quarter of 2013:

- Met with newly hired Community Center/Civic Arena Manager and Buildings & Grounds Superintendent regarding a Lumberjack event to be hosted at the Fairgrounds this year.
- Meeting with Finance and Civic Arena staff to discuss the financials at the Civic Arena..
- Met with staff to discuss the draft of the Animal Control Memorandum of Understanding.
- Met with new lifeguard employee to discuss the upcoming MRPA aquatic class training.
- Met with Finance and golf course employees to discuss golf course inventory.
- Met with Buildings & Grounds Superintendent to discuss seasonal employees.
- Met with Personnel Director and Buildings & Grounds Superintendent in regards to a grievance filed within the Buildings & Grounds Division.
- Met with Mr. Dick Somalski at the Civic Arena to introduce our new Civic Arena Manager, Robert Metcalfe.
- Attended a meeting with Civic Arena Manger and a patron of the Arena who wishes to be reinstated to participate.
- Met to discuss remodeling of the kitchen and the Community Center.
- Met with internal staff to discuss the closeout of the FY10 Homeland Security Grant.
- Conference call with MSP-EMHSD regarding the closeout of the FY10 Homeland Security Grant.
- Met with Personnel Director and Community Center Manager to update the Recreation Assistant job description.
- Review of the new ADA guidelines and checklists for the various recreation facilities with appropriate staff.
- Meeting with 911 Director and recreation staff to discuss the implementation of Bay Alerts and an electronic newsletter for recreational news alerts for the general public.
- Met with HS staff to discuss available FY10 funds.
- Meeting to review files on the Homeland Security S Drive.

- Meeting with Mr. Jim Carbury to discuss free Thursday swim at the Community Center this summer.
- Meeting with Mr. Chuck Hewitt regarding the Prindle appraisal.
- Meeting with Rob Eggers of Spicer Group regarding Prindle.
- Follow up meeting regarding the ADA review at the Community Center.
- Met with staff regarding Pinconning Park DNR grant surplus funds.
- Met with Region 3 fiduciary and Finance staff to discuss FY10 HSGP balance reconciliation.
- Attended the final Animal Control/Humane Society task force meetings.
- Met with Buildings & Grounds Superintendent and Spicer Group to discuss DNR trust fund grant scope changes.
- Conducted Community Center Recreation Assistant interviews in the course of 3 days.
- Met with Community Center Manager to review Recreation Assistant selection.
- Met with Buildings & Grounds Superintend to discuss the Lumberjack Woodcutters Ball event.
- Met with the past Community Center lifeguard to discuss his concerns.
- Attended a MMRMA computer security training in Livonia with the Interim, ISD Manager, Brandon Short.
- Met with Air Advantage for an update on the internet build out plans with the County.
- Met with staff to discuss upgrading the county phone system.
- Hosted an appreciation luncheon for RAS staff including all of those who worked diligently on the Pinconning Park boardwalk project, and scheduled tours of the trails throughout the park.
- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; Department Directors; Quadrant; Board of Commissioner and committee meetings; Recreation staff meetings; Recreation and Administrative Service Staff meetings, and RAS division head meetings.

Animal Control

- The Shelter took in 542 cats and 396 dogs and 10 other animal for a total of 948 animals.
- Owners claimed 6 cats and 113 dogs.
- We adopted out 85 cats, 165 dogs, and 4 rabbits for a total of 199 animals adopted.
- 134 cats and 91 dogs were euthanized per owner's request .

- 256 cats, 27 dogs and 4 raccoons were euthanized .
- Field Activity: Officers went out on 1499 calls, this quarter, which include the following:
 - ▶ 97 Animal bites
 - ▶ 112 Cruelty calls
 - ▶ 287 Loose and Aggressive
 - ▶ 97 Barking
 - ▶ 21 Investigations
- We are still promoting our adoptable animals on the various websites, Face book, Petfinder, and veterinarians' offices. Jo Bollman keeps finding more shelters and rescues that are willing to pull animals when the shelter is filling up. We have had dogs go to the to Copper County Humane Society near Houghton-Hancock MI . Please note there are many shelters that are willing to help with pulling dogs for their shelter but unfortunately there are not enough rescues or shelters willing to pull cats due to the fact they are filling up just as fast as our shelter. At this time we have transferred one hundred and four animals out of the shelter to other shelters and rescues, where they have a chance to be adopted, this year.
- With the help of both Friends of the Bay County Animal Shelter & members of the Human Society we have had people sponsoring prospective pets to have them sterilized and rabies vaccinated which has helped with getting them adopted.
- Twenty animals were sterilized through the BAISD program this year. Dr Musselman was donated a couple dozen rabies vaccinations for cats and she administered them to the available shelter cats that needed a vaccine.
- On June 29 an adoption event was done at the shelter by members of the Humane Society and Friends of the Bay County Animal Shelter. We adopted out 5 animals. The two groups are hoping to make this a monthly event at the shelter.

Buildings & Grounds Division

- Cleaned 10 condensing unit coils @ Animal Control, Mosquito Control & Juvenile Home;
- Installed auto-dialers in 5 Fire Stations & 1 Ambulance Station;
- Installed Category-6 cabling @ 3 Courtrooms;
- Repaired air conditioning unit at Animal Control;
- Replaced sump pumps on rooftop of County Building;
- Installed LED lights on 3rd floor of County Building;
- Repaired roof leaks on North side of County Building;
- Replaced all floor tiles at Animal Control;
- Compiled RFP's for purchase of new Golf Carts and Camera System for Golf Course;
- Spread red clay on 6 ball fields at Vet's Park;
- Fairgrounds Horse Corral ground was leveled and old fences torn down;
- Installed computer wiring for computer equipment in Jail;
- Rebuilding water pumps in boiler room at Jail;
- Fabricated and installed new exercise equipment for guards & officers at Jail;
- Removed plaster from Jail cell ceiling and fabricated new metal cover;
- Replaced glass window at Court Facility;
- Air conditioner repair at Adult Foster Home in Pinconning;
- Finished trails at Pinconning Park;

- Installed seasonal floating dock at Pinconning Park;
- Four (4) Interpretative display signs installed along the walking trails @ Pinconning Park;
- Moved and set-up Command Trailer for various events for 9-1-1;
- Installed parking blocks along parking lot of Court Facility & Health Dept.;
- Excavated the two (2) front islands at the Court Facility and replaced with crushed stone and pavers;
- Excavated the two (2) islands at the Court Facility & poured 7 yards of concrete;

Information System Division

- The Help Desk has reported 156 current open projects and work orders, of those 27 are open projects. During the 2nd quarter a grand total of 789 work orders were completed.
- 3 Reports were converted as we continue the Munis reporting conversion to TRS.
- Several iSeries updates were completed on all 3 systems
- iSeries maintenance plan was created. Updates will be applied quarterly.
- New World Upgrade was completed; which in turn had a positive effect on 911. Prior to the updates, there were several bugs that were causing sporadic outages.
- Approximately 40 computers were upgraded. Remaining 2013 computer upgrades should be completed in the third quarter
- Nick completed a Microsoft Training curriculum
- Deb completed a Microsoft SQL reporting curriculum.
- Approximately 20 MDC's were upgraded for Pinconning, Delta PD, Essexville, and Hampton. The City of Bay City anticipated completion is in July.
- Continued works with the ECM project, RFP responses have been received.
- VoIP project has begun, involving, Rick Pabalis and Chris Izworski. We are currently gathering the telecommunications data. Project goals, reduce telecommunications costs, and shared services, along with meeting Next Generation 911 objectives.
- Meet with Air Advantage, further meetings with BAISD and SVSU are currently being coordinated, the objective is to build an Air Advantage fiber path under the river for enhance redundancy capabilities.
- Contacted data destruction services for the destruction of Hard Drives and other data devices. Hard Drives will be destroyed in the next few weeks.
- Contacted and researched several Mobile Device Management solutions. We are currently testing the software. Anticipated completion in July.
- Several Network upgrades and changes were completed. We now have a redundant routing network. In the event we have a catastrophic failure at the county building, our

other offsite router will automatically resume operations.

- Successful Disaster Recovery testing was completed for the windows servers. I.E, Munis, Email, etc.
- Attended meetings to redesign the 911 rip and run process. A solution was chosen and we are currently testing.

Recreation

Civic Arena

- Completed our spring Adult hockey season, which consisted of 20 teams.
- Ran a very successful first season of broomball. The league consisted of 4 teams, who all intend to return in the fall. The goal will be to double the participation in the fall.
- We have started our Summer Adult league. The summer hockey league consists of 24 teams.
- We also brought back the summer high school league. This league has 7 teams participating this summer.
- Established and received approval for a new summer time concrete floor small event rate.
- Came to an agreement with the Friends of the Bay County Libraries to be the host for their yearly used book sale. This year that will be August 8, 9 and 10.
- Came to an agreement with International RV to host an RV show January 24, 25 and 26, 2014. They would like to make this an annual event as well!

Community Center

- Successfully wrapped weight loss challenge program. Winner in men's division lost 37lbs, while the winner in the women's division lost 18lbs.
- Intern completed his internship. He did a great job in his time with us. I am looking forward to bringing in another. Been talking with the instructor about recommending us to others in the future.
- Completed hiring for both Summer Recreation program as well as the Pool staff.
- Pool has opened, Kawkawlin – Linwood VFW is sponsoring Thursdays so that it is free for kids.
- Summer Recreation program started. We have 203 registered kids this summer.
- Bob Gonzales retired. Updated the position to better fit the building. Hired Beth Trahan to fill the position.

Golf Course

- The golf course has made it into the peak season. We had a slow start this year with the a very wet spring. In 2012 we opened March 14th and in 2013 we only had 6 golfing days in April due to the weather. (A golfing day is any day that is over 50 degrees and no rain). The following is the comparison from 2012 to 2013 year to date (June 30th):
 - ▶ Golfing Days: 2012 = 79 days
 - ▶ Golfing Days: 2013 = 49 days
 - ▶ Green Fees: 2012 = \$136,043
 - ▶ Green Fees: 2013 = \$107,828
 - ▶ Cart Fees: 2012 = \$69,721

- ▶ Cart Fees: 2013 = \$54, 544
 - ▶ Season Passes: 2012: \$75,663
 - ▶ Season Passes: 2013 = \$74,009
- July is off to a good start and if the weather cooperates should be a good month. We have our leagues in full swing and our weekend outing play is steady.
- In addition in 2012 we were closed 8 days in August due to rain. We are hoping to recoup that loss this year and close the gap in lost revenue year to date.
- Prior to the start of the season it was discussed and determined to reduce the amount of inventory in the pro shop. We have successfully reduced the inventory to a level that leaves us with the necessities for our guests.
- Another decision was to have DoAll operate the snack shop for this season. Year to date I do not think they have been as successful as they would like. We are having a meeting to discuss this issue with the hopes of making this relationship continue.
- We are beginning to prepare for our annual County Tournament which is our largest event of the season.
- Our group business has been steady. Starting in July we have an outing booked every weekend until mid September.
- We have paired up with GolfNow an industry wide company that offers tee times to the public to a large number of golf courses across the country. GolfNow allowed us to have the ability to make a tee times online from our website. In addition they built us a mobile website which is very user friendly and has the look of an app for your smartphone.
- There were multiple discussions on the state of our golf cart fleet over the winter months. To sum it up we fixed and are maintaining our current fleet (fixing things like clutches, throttle cables, tires, etc), and are leasing 10 additional golf carts from Titan Golf Cars to have an adequate size fleet during our busy league and outing season.
- We are doing an RFP for 38 fuel injected golf carts to be proposed for the 2014 season. That is currently underway.

CORPORATION COUNSEL & RISK MANAGEMENT

- During the second quarter of 2013, the Department of Corporation Counsel/Risk Management continued to draft and review agreements and grant agreements.
- With the increase in requests submitted under the Freedom of Information Act, the Department of Corporation Counsel has been reviewing and responding to a very large number of FOIA requests. Many of these requests are very extensive and involve coordination with various County offices and require numerous staff hours to generate. Documents are then reviewed and provided within the statutory time period.
- The Department has spent considerable time responding to and reviewing pleadings in civil actions commenced against the County of Bay for defense.
- Corporation Counsel worked with the County Treasurer to carry out tax foreclosure activities, attending court hearings, facilitating necessary evictions, and assisting with special situations.
- With assistance from Payroll/Retirement/Benefits staff, processed renewal applications

for Bay County's fiduciary liability insurance which involve the BCERS, VEBA, 401(K) and 457 Deferred Compensation Plan.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Geographic Information Systems (GIS)

- Continued development and modification to a GIS Mobile Application for First Responders with ArcGIS Online
- Continued maintenance on 9-1-1 GIS data
- Finalized 2013 Parcels and updated all associated web mapping applications
- Began Georeferencing of Bay City Tax Maps
- Worked with Kawkawlin Township to develop a Land Value Map
- Prepared map of the Animal Control License Locations
- Updating of various GIS layers including: Hydrants, Addresses, Zoning, Roads, Hampton Parcels Corrections, and others
- Developed new job description for GIS Technician and reviewed resumes for the position
- Misc GIS Projects and GIS tech support for: Bay County Department of Water and Sewer, Bay County Executive, Gypsy Moth, Drain Office, Equalization, Animal Control, Personnel Office, Monitor Township, Hampton and Frankenlust Townships, Emergency Services and various private company data request
- Facilitated several meetings with ESRI and the Bay County DPW, Bay County Road Commission and City of Bay City regarding development of a utility GIS system.
- Attended Regional GIS meeting in Midland to discuss cooperative Emergency Management data sharing between adjacent counties with Midland and Saginaw and the start

Gypsy Moth Program

- **Emerald Ash Borer (EAB) Treatment Project:** During the second quarter, the contracts for the 2013 Treatment Project were finalized and awarded to three separate companies. Bay Landscaping Service of Essexville was awarded two quarters of the project due to their low and the number of trees they indicated that they could treat during the treatment window. Begick's Nursery and Garden Center of Bay City was awarded one quarter and TruGreen of Freeland was awarded the final quarter of the work. Nearly 2,600 ash trees will have been treated and protected from EAB when treatments are complete. Verification of treatment and evaluation of results is on-going. These trees and those treated in the past two years will be monitored and evaluated during August through October to provide data for treatment contracts in 2014.
- **Population Monitoring**
Egg masses were collected for winter mortality and all egg masses had significant hatch by the first week in April. In the third week of May larvae were placed in a rearing cage in Pinconning Park for use in Educational programs and outreach activities. Hatch on undisturbed egg masses was first observed the second week of May. The late hatch was due to the cool weather this spring.

In addition to monitoring in known sites, staff members answered complaint calls from homeowners throughout the county. During May, the majority of these complaints were due the Emerald Ash Borer and other insects that are native to our area.

- **Educational Programs**

Educational Programs were held at Bay City State Recreational Area, Auburn Elementary School, Shoreline District Cub Scout Camp, aboard the Schooner Appledore and in Pinconning Park with over 1,200 students being informed about invasive species and the impacts they have on our region.

Staff members also attended live and web based training programs about ongoing research on the gypsy moth, EAB and other invasive pests.

- **Green Schools Program**

Area schools were kept abreast of updates to the Michigan Green Schools Program. St James Catholic School presented a spring play that focused on the importance of good environmental stewardship which was open to the public. They displayed their flag prominently on stage and they receive a lot of good reviews of the program.

Mosquito Control

- The annual spring woodland-pool treatment program marked the beginning of BCMC's mosquito control season, but began uncharacteristically late on April 26. Control efforts included aerial larviciding (about 40,000 acres) using 2-3 fixed-wing aircraft (Earl's Spraying Service, Inc.), with the focus on areas near cities, towns and large developments. The big change this year was that no helicopter was utilized as an application technique during the spring program. Spring mosquito species emerged as adults by May 15, but were not much of a problem except for untreated areas in the northernmost portions of the county.
- An average of four inches of rain (but upwards of five inches in some areas) fell in the last 10 days of May causing adult floodwater mosquitoes (both *Aedes vexans* and *Aedes trivittatus*) to emerge around June 10th. Three weeks later, they're still plaguing Bay County residents, but we're beginning to see trap counts on the decline. June was pretty dry up until the period of June 27-29, when an average 1" was recorded (range 0.6-2.0") in the rain gauge network. We've already seen the arrival of *Coquilleltidia perturbans*, the cattail marsh mosquito, especially along the Saginaw Bay.
- Throughout the warm weather months, BCMC will continue to treat larval or adult mosquitoes originating from woodlots, floodplains, freshwater wetlands, grassy fields, wet meadows, roadside ditches, ponds, catch basins, as well as containers. We've treated ditches in townships that have received enough rain to trigger a mosquito hatch and been back in woodlots and floodplains treating larvae. The number of complaint calls has been high county-wide for the last two-thirds of June with calls diminishing in July (at least until the next big hatch)!
- Two training sessions were held for both new and returning seasonal staff members to prepare them to test with the MDA as certified technicians. Most started working by mid May and will be with us until the end of August.
- Public education efforts continued with information distributed regarding artificial containers and basic homeowner control techniques. Presentations were given at Auburn Elementary School and Hampton Elementary School.

- We continue to monitor for West Nile virus this season by testing American Crows and Blue Jays using the VecTest kit and by submitting mosquitoes to MSU. Through June 30, we have tested no birds, but have submitted 59 mosquito pools containing 1,189 adult females to MSU; nothing positive has been detected.
- A few other items of interest: a scrap tire drive was held May 18 with 2,600 tires collected; this tire drive was held concurrently at the Bay County Fairgrounds and Fraser Township Park and the cost of holding the drive will be off-set by a MDEQ \$3000 Scrap Tire Grant. We will be looking at a couple permethrin-based adulticides as the summer goes on.

Transportation Planning Division

- PASER Data Collection for Bay County and Bay City
- Completed the 2014-17 Transportation Improvement Program, including hosting a Public Open House on May 31st.
- Converted RoadSoft Database to SQL Server
- Continued Traffic Count Database Updated with 2013 traffic counts
- Maintain the Transportation Planning Website
- Developed new job description for Transportation Planner and reviewed resumes for the position
- Continued Modifications and amendments to TIP maps and eTIP
- Attended GLBR Trail group meeting and initiated discussions on how best to create a digital Tri-County Trail Guide using Bay, Midland & Saginaw GIS data layers and software.
- Finalized the BCATS FY 2014 Unified Work Program (UWP) which includes cash contributions from the Bay Metropolitan Transportation Authority, City of Bay City, City of Essexville and the Bay County Road Commission in the amount of \$41,015, which covers the BCATS local match requirements.
- Attended monthly Michigan Transportation Planners Association meetings in Lansing
- Attended regular meetings for:
 - Riverwalk/Railtrail
 - BCATS Tech and Policy Committees

EQUALIZATION

- Finalize Assessed Values for County and State Equalization, prepare pertinent reports.
- Set up new computer database for the 2014 Assessment Roll.
- Compile and update parcel Principle Residence Exemption statuses and Special Assessment billing information.
- Calculate and verify millage rates, prepare and submit pertinent reports, verify tax bill due dates and messages, compile that data and submitted for tax bill printing.
- Send digital tax bills to the printing company. (Beaver Township, Frankenlust Township, Fraser Township, Garfield Township, Gibson Township, Merritt Township, Portsmouth Township, Williams Township, City of Auburn and the City of Pinconning)

- Print the Tax Rolls and Tax Warrants. (Beaver Township, Frankenlust Township, Fraser Township, Garfield Township, Gibson Township, Merritt Township, Portsmouth Township, Williams Township, City of Auburn and the City of Pinconning)
- Email / mail digital tax bill data to mortgage and escrow companies for their tax billing collection purposes.
- Personal Property assessment records verification project underway with goal to study 100% of Industrial & Utilities Classes and 20-30% for Commercial Classes in all of Bay County.
- Continue to review Register of Deeds recordings, check for full or partial coverage of parcels, print pertinent documents for Assessors, update property ownership information.
- Review older sales and legal transfer documents in our database and update them to show corrected information.
- Currently have 85,800 sale and transfer documents listed for public and Department use.
- Assign new parcel numbers for split or combined properties, write legal descriptions and update the Equalization Maps as well as the GIS parcel layer.
- Have Equalization Maps scanned and linked to department web site, printed for townships and cities and for public use in office.
- Assist in reconfiguring the GIS parcel layer to fit newly acquired remonumentation coordinates for a more precise fit.
- Assist Township/City Officials, attorneys, title researchers and individual property owners with assessment and legal description questions.
- Prepare computerized tax bill data for township officials and assist them in uploading that data and printing necessary billing reports and documents.
- Begin Real Property sales studies and audits for 2014 assessments..
- Update website for Property Tax Query and equalization reports on the Department web pages.

FINANCE

Accounting

- Issued 2012 Audit with no significant deficiencies or material weaknesses.
- Completed and submitted the F-65.
- Participated in the 2013 Bay County Auction, which netted proceeds of approximately \$14,000.

- Staff attended "Tools for Preparing Cash Forecasts" webinar.
- Julie LaPrairie attended the "Cost Principles for State, Local, and Indian Tribal Govts" concerning the US Dept of Transportation Federal Highway Administration with Dave Engelhardt.
- Attended contract negotiation sessions.
- Attended interviews with Personnel.
- Closed 2010 Homeland Security Grant. Attended exit meetings and conference calls to terminate the County's fiduciary responsibility. Attended audit with Michigan State Police.
- Rolled out new vendor set up forms.
- Attended Golf Course/Civic Arena financial sessions.
- Attended State Legislative Luncheon with the Bay Area Chamber of Commerce.
- Reviewed Munetrix software for EVIP.
- Attended meetings on Bond Counsel for the Department of Water and Sewer Water Treatment Plant for anticipated bond issuance of up to \$60M.
- Attended Bay County Allocation Targeted Strategy call with MSHDA.
- Attended MAPERS conference at Shanty Creek.
- Attended Pinconning Park appreciation luncheon sponsored by Recreation and Administrative Services.

Budget

- Facilitated a refresher course of Accounts Payable/Purchasing to Health Department staff.
- 2014 Budget packets were prepared and distributed.

Housing Rehabilitation

- Attended Board Meetings at Bay Area Housing
- Participated in a conference call with MSHDA, Bay Area Housing, Crystal Hebert and Kuntzsch Business Services to discuss the next steps in finalizing the target area required for grant allocation funding.
- Met with Crystal Hebert, Tom Hickner and Tim Quinn to set up the meeting with local community leaders and MSHDA regarding the target area.
- Met with Lindy Gasta to review the status of the file room project, grant documents and rehabilitation projects to ease the transition due to her leaving the employ of the County.

Purchasing

Bids in Development:

1. Center Ridge Arms Elevator Replacement
2. Retirement Board Actuary

Bids Prepared:

- Center Ridge Arms Boiler Replacement
- Aeon Roof Top Unit

Bids Released:

- Court & Public Safety ECM Software
- Division on Aging Architectural Consultant

Bids Awarded:

- Bond Attorney
- Emerald Ash Borer
- Workers' Compensation/Employers Liability Third Party Administration and Loss Control Services

Other Items:

- Attended various meetings regarding the above RFP's/RFQ's
- Prepared journal entries for credit card allocation
- Assisted various departments and vendors with purchasing questions/bid preparations
- Prepared monthly invoices for: cell phones, phones, credit card and waste removal
- Attending training seminars and participated in webinars for purchasing related duties
- Conducted a training session for the Purchasing back-up person.
- Participated in Munis training session at the Health Department
- Participated in a meeting to finalize the Homeland Security submission
- Attended a training session in relation to my duties as Public Information Officer.
- Attended County auction in relation to the auction of County vehicles.
- Attended a meeting of the Retirement Board to explain RFQ process.
- Met with OfficeMax to discuss new programs, upcoming business review and future opportunities not currently utilized.

HEALTH DEPARTMENT

Administration

- Joel Strasz is continuing in the role of the Interim Health Director.

The Bay County Health Department Administration has begun a Strategic Planning initiative to fully evaluate the effectiveness of Health Department programs and to provide a framework for future growth and direction. The Health Department has contracted with James Butler and Associates to facilitate meetings between staff, and incorporate existing studies and plans (such as the Community Health Assessment and the Community Health Improvement Plan) within its framework. A dozen key staff from the Health Department was chosen by management to assist on the steering committee, which is also known as the FAB TEAM (short for Forever Achieving Better, Together Everyone Achieving More). The FAB TEAM has completed three out of five stage process, which included the following elements:

- ▶ Completion of an historical analysis of Health Department operations in Bay County
- ▶ Completing an analysis of trends (morbidity, mortality, economic and budgetary)
- ▶ Implementation of a comprehensive customer/client satisfaction survey
- ▶ Implementation of a comprehensive employee satisfaction survey
- ▶ Review of existing public health planning documents as mentioned above
- ▶ Completion of an Organizational SWOT analysis
- ▶ Development of key strategic planning tools including a revised Mission statement, Vision and Vision Priorities, and Guiding Principles and Values
- ▶ It is anticipated that the Strategic Planning process will continue into August, and full development of the Strategic Plan will begin in September/October of this year.

Meetings/Trainings attended by Interim Health Director:

- Board of Commissioner and various Board Committee Meetings
- Monthly Health Department Staff Meetings
- Bi-Monthly Health Department Management Team Meetings
- Monthly Department Head Meetings
- Monthly Michigan Association of Local Public Health (MALPH) Board meetings in Lansing, and participated in MALPH's State/Local Preparedness Workgroup and the Governance Subcommittee
- Monthly Michigan Department of Community Health (MDCH) Office of Public Health Preparedness Strategic Planning Meetings
- Monthly Human Services Collaborative Council (HSCC) Board, Executive Board and Steering Committee Meetings
- Quarterly Bay Health Plan Board Meeting
- Meetings McLaren Bay Region, Bay Health Plan and Bay-Arenac Behavioral Health regarding the Bay County Community Health Assessment Project
- Meetings with HIPAA Security Ad-Hoc Committee to address HIPAA Security Compliance
- Teleconferences with Mitchell and McCormick (M&M) regarding Version 11 software upgrade implementation
- Meetings with Health Department Fiscal and Finance Department staff to discuss financial reporting, payroll corrections, billing and budget issues
- Met with SVSU regarding potential collaboration with Nurse Practitioner Program.
- Met with Health Department staff to discuss opportunities to apply for various Public Health grants
- BCHD/DOA Staff In-service Day
- Monthly Division on Aging Staff meetings

Children's Special Health Care Services (CSHCS)

- CSHCS provides supplemental insurance benefits and services of a registered nurse to children who have a qualifying medical diagnosis. A child is invited to enroll whether they have private insurance or Medicaid. In January 2013 all children enrolled in Medicaid were required to select and participate in a Medicaid Health Plan (MHP). CSHCS Medicaid clients continue to transition into Medicaid Health Plans (MHP). This has been difficult for both the MHP and the LHD as the MHP have only recently been granted state permission to link into the states CSHCS secure data site and are still working out the details as to how they will access the site. As a result an additional burden has been placed on the LHD to provide basic contact information to the MHP

about their new clients. In fact, the state recognizing the additional burden to the LHD has allowed the LHD to bill one level II care coordination for each client to provide the MHP with the needed information. This will continue until the MHPs have all received access to the state's CSHCS data site. The LHD and MHP work with each other to coordinate services for these special needs children and their families without duplicating services.

- During this quarter the following billable services were provided with an approximate income of \$6,906.86.
 - 13 Annual plan of cares complete by the RN
 - 51 Level II care coordination activities, combined efforts of RN and clerical staff
 - 17 Case management visits by the RN
- Mary Jo Hill, RN, CSHCS nurse and Sandy Graff, CSHCS representative work 20 hours each in CSHCS. Mary Jo Hill, RN also works in Immunizations and Sandy Graff as clerical in MIHP. Both participate in the monthly CSHCS Registered Nurse Consultant (RNC) conference call and Mary Jo Hill recertified for CPR/AED for the professional rescuer during this quarter.

Communicable Disease (CD) Division

- The CD nurse investigated 148 reportable disease cases this quarter, of which 123 were laboratory confirmed. These confirmed cases include 23 animal bites; 3 Influenza; 2 Aseptic Meningitis; 10 Chronic Hepatitis C; 1 Cryptosporidiosis; 2 Salmonellosis; 2 Streptococcal Disease, invasive group A;
- 1 Streptococcus pneumoniae-invasive; 1 Guillain-Barre Syndrome; 1 Giardiasis; 2 Campylobacter; 1 VISA; 2 VZ infection-unspecified and the Chlamydia and Gonorrhea cases referenced under health Screening.
- The 25 not confirmed cases include: 1 Yersinia enteritis; 2 Aseptic Meningitis; 1 Legionellosis; 2 VZ infection-unspecified; 1 Hepatitis B-acute; 1 Lyme Disease; and 17 Chronic Hepatitis C.

Health Screening Clinic (HIV/STI)

- The CD/HIV/STI nurse investigated the following confirmed cases: 66 Chlamydia and 6 Gonorrhea. Number of clients tested for STIs in our clinic this quarter: 37, 5 court ordered, 26 males & 11 females. 34 of these clients were new to our clinic.
- Number of clients tested for HIV this quarter: 27, 5 court ordered, all results were negative, and of these 27 tested, 14 had previously been tested while 13 had no previous test.

The CD/HIV/STI nurse participated in the following:

- 04-08-13 MDCH/USDA Bovine TB update, Jonesfield Twp Hall
- 04-12-13 MDCH 12th Annual Epidemiology Conference, U of M School Public Health-5 CEUs
- 05-16-13 CD Conference, Kellogg Conference Center, Lansing, MI- 5.58 CEUs
- 05-29-13 Thumb Regional STD Meeting, Bruce Nowak, Tuscola County
- 06-04-13 Descriptive Epidemiology and the Internet, Dr. Eden Wells, webcast

- 06-20-13 CPR/AED for the Professional Rescuer, Teresa Gill RN,BSN. BCHD

Hearing and Vision Program

Hearing Program	Screened	Passed	Referred	Other*	Evaluated by physician**
Preschool aged:	755	724	19	12	19
School aged:	0	0	0	0	27
Special Education	0	0	0	0	0
Total screened	755	724	19	12	46

Vision Program	Screened	Passed	Referred	Other*	Evaluated by physician**
Preschool aged:	752	699	41	12	26
School aged:	0	0	0	0	134
Special Education	0	0	0	0	4
Total Screened	752	699	41	12	164

* Unable to complete screen, under care, absent for re-screen

** Medical follow up from previous quarters counted as they come in

4-02-13 Michelle Richardson and Normal Felker participated in H & V conference call

Division On Aging

- Division on Aging received a \$2,500 grant award from the Banfield Charitable Trust Fund to provide a pet food delivery program for homebound clients to receive food and litter for their companion animals. Partnering with the Humane Society of Bay County to help package and distribute.

From April 1 through June 30, Division on Aging has served:

- 10,029 congregate meals
- 26,736 home delivered meals
- and provided:
- 448 caregiver hours
- 1,885 homemaker hours
- 360 personal care hours
- 1,227 case coordination hours
- 342 exercise hours

Health and Wellness classes offered:

- Osteoporosis Strength Training Classes
- Blood Pressure Clinics
- Walking Club
- Low Vision Support Group
- Commit to Be Fit
- Line Dancing
- A Matter of Balance
- The Elder Program Grant, coordinated by Division on Aging, is in a needs assessment phase. In the second quarter, surveys for both professionals in human service agencies and for individuals aged 50 and older have been developed and distributed through a variety of venues including: Human Services Collaborative Council, Elder Abuse Coordinated Community Response Team, Memorandum of Understanding partners,

Bay County health care agencies, assisted living facilities, Big Boy Restaurants, Bay County Library branches, and The Ecumenical Council. Surveys will also be distributed through Division on Aging and to Bay County employees in July. Data from the surveys will be used to make decisions regarding services to offer to victims of abuse in Bay County.

- In addition, the Elder Abuse Coordinated Community Response Team has completed presentations on law enforcement, the Division on Aging and Region VII Area Agency on Aging in an effort to understand what gaps or barriers might exist in getting services to victims. These presentations also function to educate law enforcement, human services and others how each agency operates to support abuse victims and to hold offenders accountable.
- Monthly meetings typically have approximately 20 people from Bay County agencies in attendance.

Dining Center Activities:

- Jolly Hammers & Strings
- Acrylic Painting classes
- Mason Jar Bird Feeder Class
- Morning of Pampering
- Take Time for Exercises at Home
- Greeting Card-Making Class
- Music by Frank Termal
- Daisies & Checks Terra Cotta Pot Class

Special Events:

- Dinner Theatre – Gypsy at Bay City Players
- Movie/Lunch Series at Wirt Library and at Auburn Branch Library
- Butterflies in Bloom Day Trip
- Volunteer Recognition Dinner
- Cooking for 1 or 2 and Keeping Food Safe In-Service

Special Olympics:

- The 2013 Bay County Senior Olympic Games was held from May 29 through June 14. The theme was Mind, Body & Spirit 26 Years Strong. There were 258 participants and 16 medal events. There were 37 gold medals, 38 silver medals, and 32 bronze medals awarded.
- Events offered were the Kick-Off Breakfast, Chicken Barbecue, Hot Dog Roast, Bowling Tournament, Golf Tournament, Cribbage, Fishing, Tennis, Smear, Euchre, Three-Mile Walking Challenge, Shuffleboard, Mel Arnold Memorial Cycling Ride, Scenic Bike Ride, Horseshoes, Putt-Putt Golf, Bid Euchre, Single- and Double-Deck Pinochle, and a new event Cornhole Toss, concluding with the Awards Ceremony and Banquet.
- Women ruled this year with Marian Lewandowski, 87 years young, bowling a perfect 300 game in the Bowling Tournament and Sandy Lamkin, 74 years young, wrestling a 32½-inch catfish.

Emergency Preparedness & Health Education (EP&HE) Division

Meetings/trainings attended by Division Manager over the quarter:

- Region 3 HPN Advisory Committee Meetings
- Region 3 HPN Planning Board Meetings
- Region 3 EPC Meetings
- MDCH OPHP Monthly EPC Conference Calls
- Bi-monthly LEPC Meetings
- Quarterly 800 MHz radio drills for MDCH OPHP
- Monthly 800 MHz radio drills for Region 3 HPN
- Monthly BCHD Staff Meetings
- Emergency Preparedness & Health Education Division Meetings

Emergency Preparedness

(Unless otherwise indicated, the following activities are reported for Melissa, the Division Manager):

April

- BHS Forum Teleconference
- Tri-County EPC Meeting
- Met with Prospective Student Intern from SVSU
- Attended 2013 Great Lakes Homeland Security Conference
- Attended computer trainings for Homeland Security Exercise & Evaluation Program (HSEEP) National Exercise Schedule System (NEXS), Michigan Volunteer Registry, Michigan Training Finder Real-time Affiliate Integrated Network (MI-TRAIN), Michigan Health Alert Network (MIHAN), and Web EOC (Emergency Operations Center) (Melissa & Tracy)
- Health Department Strategic Planning Meeting (Melissa & Tracy)

May

- Attended Bay County Local Planning Team Meeting
- Undergraduate from Michigan State University (MSU) began summer internship
- Graduate student in MSU's Masters of Public Health (MPH) Program began practicum project at BCHD
- FAB TEAM Meeting for Strategic Planning (Melissa & Tracy)
- BHS Forum Teleconference
- Tri-County EPC Meeting
- MALPH State and Local Team Subcommittee Teleconference
- Met with Emergency Management and Central Dispatch to discuss Health Department Active Shooter and Lockdown procedures, trainings, and drills

June

- Meeting to discuss MSU MPH Student's Practicum Project thus far as well as steps moving forward with Communicable Disease Nurse, Health Department Administration, and Region 3 Epidemiologist
- FAB TEAM Meeting for Strategic Planning (Melissa & Tracy)
- MDCH Statewide Teleconference for Michigan SNS Exercise
- Participated in Lapeer County Health Department's Point of Dispensing (POD) Full-scale Exercise that was part of the greater statewide SNS exercise
- Attended Bay County Local Planning Team Meeting
- BHS Forum Teleconference (Melissa & Tracy)

- Participated in DEQ Facilitated Bay County West Side Wastewater Treatment Facility Tabletop Exercise (Melissa & Joel)

Health Education

Meetings/trainings attended by Division Staff over the quarter:

- Monthly BCHD Staff Meetings
- Emergency Preparedness & Health Education Division Meetings
- Healthy People Healthy Bay (HPHB) CHIP Leadership Meetings (Tracy & Melissa)
- WIC Staff Meetings (Tracy)
- Dental Core Team Meetings (Tracy)
- Monthly BCHD Staff Recognition Committee Meetings (Tracy)
- SBCA/Eat Safe Fish Partners Monthly Teleconference with MDCH and EPA (Melissa, Melanie & Julie)
- SBCA/Eat Safe Fish Presentation to Bay County WIC Breastfeeding Class
 - *During this quarter, presented to 4 classes and spoke to a total of 28 people*

April

- Children's Health Workgroup Meeting (Tracy)
- Chronic Disease Workgroup Meeting (Tracy)
- Participated in Wellness Coordinator Interviews (Tracy)
- Healthy Kids Day Event at the YMCA (Tracy)
- Preschool Partnership Meeting (Tracy)
- Saginaw County Health Fair at the Dow Event Center (Melanie & Julie)
- When Cancer Causes Financial Stress, at the Lincoln Center (Melanie)
- Community Baby Shower at Bay Arenac ISD (Melanie)
- Assisting EPA with an Earth Day Celebration at the Center for the Arts (Melanie)
- Go Wild at the Zoo Earth Day Celebration at the Children's Zoo (Melanie)
- Assisted BCSRA with LLBE field trips twice at the BCSRA (Melanie)
- Freeland Walleye Festival Youth Fishing Event (Julie)
- Delta College Biology Club Earth Day Celebration (Julie)
- Head Start Family Fun Day (Julie)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Melanie)

May

- Day At The Zoo Event (Tracy)
- Participated in Wellness Coordinator Interviews (Tracy)
- CHIP Leadership Meeting (Tracy & Melissa)
- Michigan Oral Health Conference (Tracy)
- Children's Health Workgroup Meeting (Tracy)
- Attended WIC CPA Two-day Training (Tracy)
- Chronic Disease Workgroup Meeting (Tracy)
- Connecting People to Prevention Webinar (Tracy)
- Attended MUNIS Training (Tracy)
- Health for Life, Health Expo at Delta College (Melanie)
- Hooked on Fishing in Freeland (Melanie)
- Webinar: Health Education Budgeting 101: Understanding the basics of planning, managing, and sustaining health education program budgets (Melanie)
- GM Health Fair at the GM Powertrain Plant (Melanie)

- Family Fun Day at the Community Center (Melanie)
- Assisted BCSRA with LLBE field trips a total of 5 times at the BCSRA (Melanie)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Melanie)

June

- COPOCO Safety Day Event (Tracy & Intern)
- Behavioral Health Workgroup Meeting (Tracy)
- Bay County Prevention Network Meeting (Tracy)
- MPPHC Planning Meeting (Tracy)
- Access to Care Workgroup Meeting (Tracy)
- Disease Prevention Presentation at Center Ridge Arms (Tracy)
- CSHC Grant Meeting (Tracy)
- Submitted MALPH Grant (Tracy)
- WIC Staff Nutrition Meeting (Tracy)
- NACCHO's Take Action: Focus on What's Important Webinar (Tracy)
- Attended ICS 300 Two-day FEMA Training (Tracy)
- Met with new Bay County Wellness Coordinator (Tracy)
- Assisted BCSRA with LLBE field trip (Melanie)
- Catch Me if You Can, free fishing day at Haithco Park (Melanie)
- Webinar: Economic Evaluation for Public Health (Tracy & Melanie)
- Day with Dad event at the Saginaw Children's Museum (Melanie)
- The Rock Youth Fishing Event in Midland County (Julie)
- River Walking for Eat Safe Fish Grant Outreach (assisting First Ward Community Center of Saginaw) (Melanie)
- Boy Scouts Day Camp at the Bowmen's Club (Melanie & Julie)
- River Walking for Eat Safe Fish Grant Outreach (assisting First Ward Community Center of Saginaw) (Melanie)
- Webinar: ACA expansion & public health implications (Melanie)
- Water testing at two local beaches (Bay City State Park & Wenona) (Melanie)
- Distributed Eat Safe Fish Brochures and other educational materials to Physicians, businesses, and community locations within Bay, Saginaw, and Midland Counties (Julie & Melanie)

Accronyms:

EPC = Emergency Preparedness Coordinator
 CDC = Centers for Disease Control and Prevention
 EMC = Emergency Management Coordinator
 SNS = Strategic National Stockpile
 ARC = American Red Cross
 HST = Homeland Security Team Meeting
 LEPC = Local Emergency Planning Team
 T&EPW = Training & Exercise Planning Workshop
 BRMC = Bay Regional Medical Center
 EAP = Emergency Action Plan
 EOC = Emergency Operations Center
 GIS = Geographic Information Systems
 HPN = Healthcare Preparedness Network
 ICS = Incident Command System
 QI = Quality Improvement
 GLC-SOPHE = Great Lakes Chapter Society of Public Health Educators

HSPB = Homeland Security Planning Board
 JIC = Joint Information Center
 LPT = Local Planning Team
 MIHAN = Michigan Health Alert Network
 PHEP = Public Health Emergency Preparedness
 SOP = Standard Operating Procedure
 EAP = Environmental Protection Agency
 SBCA = Saginaw Bay Cooperative Agreement
 BCSRA = Bay City State Recreation Area
 CHA = Community Health Assessment
 CHIP = Community Health Improvement Plan
 PIO = Public Information Officer
 ARRA = American Recovery & Reinvestment Act
 BHS = Behavioral Health Sciences
 MI = Michigan

HSEEP = Homeland Security Exercise and Evaluation Program
 MEMS = Modular Emergency Medical System
 NEHC = Neighborhood Emergency Help Center
 MPPHCP = Michigan Premier Public Health Conference Planning
 BRFSS = Behavioral Risk Factor Survey Statistics
 MALPH = Michigan Association for Local Public Health
 NNPHI = National Network of Public Health Institutes
 COPPHI = Community of Practice for Public Health Improvement
 HPHB = Healthy People Healthy Bay Coalition
 MDCH OPHP = Michigan Dept. of Community Health Office of Public Health Preparedness
 MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division
 FAB TEAM = Forever Achieving Better - Together Everyone Achieving More

Bay 3 TV Videos/Presentations

April

- Health Screening Program presents the video "Reality Matters: Sex and STD's"
- Health Screening Program presents the video "Teen Talk: How to Protect Yourself in the Age of AIDS"
- Maternal Infant Health Program (MIHP) aired outreach information about the program
- Child Abuse and Neglect Kick Off program

May

- Health Screening Program presents the video "Taking Charge of Your Life"

June

- Communicable Disease Program presents the video "In the Swim of Things"
- Communicable Disease Program presents the video "It's in Your Hands"
- Health Screening Program presents the video "The Magic Johnson Story"

Environmental Health

FOOD SERVICE		SEPTIC, WELL, AND MISC.	
Fixed Food Est. Inspections	193	Parcels Evaluated	51
Mobile, Vending & STFU Inspections	8	On-Site Sewage Disposal & Tank Permits Issued	37
Temp. Food Est. Inspections	49	Alternative/Engineered Sewage Systems Approved	0
Follow Up Inspections	18	Failed System Evaluations Conducted	9
Plans Received for Review	5	Sewage Complaints Investigated	2
Plans Approved	4	Well Permits Issued	15
Consumer Complaints Investigated	8	Abandoned Wells Plugged	12
Food Borne Illness Complaints Investigated	1	DHS Related Inspections Completed (DayCares, AFC Homes, Etc.)	3

- The Environmental Health Division is currently below strength in personnel as it prepares to hire a Sanitarian to replace a vacancy which occurred in March, 2013.
- The Beach Testing Program has begun in earnest after the Memorial Day Holiday. Three of the five beaches and three river sites are tested once per week, per MDEQ/EPA guidelines. Two beaches, Bay City State Recreation Area and Wenona

Beach are being tested three times per week in conjunction with Saginaw Valley State University, which is utilizing rapid testing methods (i.e. qPCR) for analysis.

- The Environmental Health Division welcomes Russell Flewellen who has been hired to work as an Analyst on a grant program to classify septic systems and build a database for such systems.

Cremation Permits Processed

April	44
May	57
June	34

Family Planning

Number of unduplicated persons receiving services in Family Planning Clinic
375
Number of Encounters in Family Planning Clinic
445

- The Family Planning Program has begun talks with a variety of local health providers to obtain the services of a nurse practitioner for the coming year. Sue Montei, RN NP has agreed to work on a short term contract until a permanent replacement is found.
- Family Planning staff continues to work with Dr. Hazen and his students from Synergy Medical, who provide gynecological exams and pap smears for some of our clients in the interim.

Immunization

TB Test	93
Hep. A. Adult	32
Hep. A Peds	76
Hep. A/Hep. B.	0
Hib	67
HPV	67
Flu	36
PCV13	71
Rotorvirus	22
Dtap	44
Dtap/IPV	14
MMR	31

IPV	24
Td	1
Tdap	93
Varicella	40
Dtap/Hep.B/IPV	43
Pneumonia	2
Meningococcal MCV4	63
Zoster	0
Hep. B. Peds	5
Hep. B. Adult	37
MMRV	21
TOTAL	882

- The Immunization Division has completed a small grant study program to strengthen billing and insurance/third party payment for vaccinations done by the Bay County Health Department. As a result of this grant program the following changes will be made starting in July, 2013:
 - ▶ All insurances, copays and deductibles will be verified prior to service
 - ▶ A comprehensive system for appointment reminders and recalls will be employed. This system will utilize phone, mail, texting and email.
 - ▶ Deployment of technology including new computers, signature pads, tablets, etc. will be made in the Immunization Clinic.
 - ▶ A billing guide will be developed based on a model provided by Buncombe County, North Carolina. This guide will define each clinical program and provide clear guidance on what is to be billed, including federal, state and local assistance programs and their eligibility requirements.
 - ▶ The Health Department Administration will also undergo the credentialing process so that third party agreements may be made quickly, and reimbursement for vaccines and other clinical services may be made in full.

Laboratory

Number of Tests: Clinical Services	409	Number of Tests: Water/Non-Clinical	762	Total Tests	1170
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Lead Program

- In July, MDCH is introducing a new program called Healthy Homes and Lead Poisoning Surveillance System (HHPSS). This program will replace the Stellar program which is currently being used. It will be used much like Stellar to identify children with elevated blood lead levels (EBLL) who need local health department follow up and it will also track homes where a child has been diagnosed with an EBLL.

- 12 children are currently opened to case management for EBLI greater than 10 micrograms per deciliter of which 2 were opened during this quarter by a combined visit with nurse and environmental health for an EBLI greater than 20; 1 child was closed to case management as their BLL returned to normal values; 24 phone or mail contacts to parents were made and 9 telephone contacts to physician offices completed for EBLI follow up. Kathy Janer RN, BSN is orientating Kelly Dore RN, BSN to assume the role as lead nurse for the BCHD.

Maternal Child Health Services

The Maternal Child Health Services Manager, Kathy Janer RN, BSN, participated in the following community meetings, work groups or educational programs:

04-02-13	H & V conference call with state
04-09-13, 06-11-13	Nurse Administrators Forum teleconferences
04-10-13	Immunizations Billing project Conference call w/ Grand Traverse County
04-11-13, 5-8-13, 6-12-13	MIHP Staff meeting
04-15-1, 5-20-13	Healthy People Health Bay, Childhood Health Work group
04-16-13	Contract Negotiations with nurse's union-personnel office
04-18-13	MIHP Thumb Area Coordinator's mtg., Frankenmuth, MI
04-19-13, 6-21-13	Great Start Collaborative Steering Committee Mtg, BAISD
04-19-13	Local Childhood Providers Health Advisory Mtg
04-26-13, 5-3, 5-17, 5-31, & 6-14-13	FAB TEAM Strategic Planning Meeting
05-03-13	VFC Immunization site visit with state rep. Kevin Czubachowski
05-06-13	Lead teleconference
05-11-13	WIC meeting to plan coordinating WIC and IMMS nurse
05-10-13	Home visit for EBLI & to train Kelly Dore for this role at BCHD
05-13/14-2013	Influential Leadership seminar/ NAF conference, Roscommon, MI
05-15-13	Visit to Grand Traverse HD as part of Immunization Billing Project
05-16-13	Department Head Meeting, Bay County Bldg.
05-22-13	Wrap Around Meeting with BABH, United Way Bay County
5-24-13	USWA Concerns meeting with Joel
05-20-13	MUNIS training
06-04-13	Immunizations staff meeting
06-6/7-2013	Healthy Mothers Healthy Babies Conference, Double Tree Hotel, Bay City
06-07-13	Televox for Immunization meeting
06-10-13	CSHCS staff meeting
06-12-13	Family Planning webcast, annual program update
06-19-13	CSHCS RNC conference call-monthly with CSHCS staff and state
06-20-13	CPR/AED for Professional Rescuer, Teresa Gill, RN, BSN BCHD
06-24-13	Early Childhood Providers meeting, McLaren Bay cafeteria room
06-25-13	Tuberculosis Skin Testing workshop, Huron Medical Center, Bad Axe, MI

- Dr. Kirk Herrick had 6 office visits for latent tuberculosis. Kathy Janer is responsible for TB follow up including medication refills and labs for 3 clients that are being treated for

latent TB in Bay County. Kathy has also provided instruction & guidance for Kelly Dore as she assumes the Childhood lead nurse responsibilities.

- BCHD provided a site for a RN to BSN student from the University Of Michigan-Flint to gain her Public Health experience. The student spent 90 hours at the BCHD shadowing nurses and learning the role of the PHN.

Maternal Infant Health Program (MIHP)

- This quarter MIHP received 165 maternal and infant referrals from which 32 maternal and 15 infants were enrolled. A total of 268 billable visits were completed by Mary Jo Braman RN, BSN, Jennifer Don LMSW and Kelly Dore, RN, BSN during the months of April, May and June. .
- MIHP sent letters providing information on their services to 40 local medical providers and community resources that serve women and infants to promote participating in MIHP.
- MIHP/ BCHD co-sponsored and participated in the Community Baby shower event held 4-13-13 at BAISD.
- Mary Jo Braman, RN, BSN provided coverage in Immunization Clinic for 2 days during this quarter and Kelly Dore RN, BSN has been learning the role of the childhood lead nurse by participating in two home visits and nursing assessments for a child with EBLL. Both nurses served as PHN role models for SVSU senior RN students and one U of M-Flint RN to BSN student teaching them their role as a PHN.
- Both Kelly and Mary Jo Have participated in the following trainings and meetings:

04-04-13	MIHP online training on maternal depression & Infant mental health-required
04-05-13	MIHP online training for ASQ-3 and ASQ-SE, required by MDCH
05-16-13	Attended Safe Talk at BAISD on suicide prevention
5-21/22-2013	Breastfeeding Basics Conference by MDCH, Big Rapids, MI, 11 CEUs
06-20-13	CPR/AED for the professional rescuer.
4-11-13, 5-8-13 & 6-12-13	Monthly MIHP meetings
06-14-13	Strategic Planning Meeting
06-19-13	Affordable Care Act webinar, BCHD

Kelly in addition has attended:

- | | |
|------------|--|
| 04-04-13 | MIHP online training, Infant Concerns and Safety , 1.25 CEUs |
| | MIHP online training, Pregnancy Concerns, 4.5 CEUs |
| 04-05-13 | MIHP online training, Housing and Health Concerns, 1.25 CEUs |
| 04-08-13 | MIHP online training, Motivational Interviewing |
| 6-6/7-2013 | Healthy Mothers Health Babies Conference, Doubletree Hotel, Bay City, MI |
| 06-25-13 | Tuberculosis Skin Testing workshop, Huron Medical Center, Bad Axe, MI |

- Mary Jo in addition participated on 04-13-13 in the Community Baby Shower

Jennifer Don LMSW participated in the following meetings/trainings:

04-09-13, 04-12-13 & 5-14-13 Community Baby Shower planning mtg, set up & wrap up meetings
 04-09-13 Diaper Bank Meeting
 04-11-13, 05-8-13 & 6-12-13 MIHP staff meeting
 04-16-13, 5-21-13 Self Sufficiency Task Force
 04-25-13, 5-23-13 Systems of Care for Children w/serious emotional disturbances & developmental disabilities meeting
 04-26-1, 5-3-13 FAB TEAM
 5-17-13, 5-31-13 & 6-14-13
 06-17-13 & 6-24-13 BCHD recognitions committee

- All staff participated in BCHD staff meetings on 4-10-13, 5-8-13 and 6-12-13.

WIC-Women, Infants and Children Program (Bay City & Pinconning Clinics)

	<u>Certification</u>	Education	Infant Evaluation	Nutrition Care- Reg. Dietitian	Other	Priority Certification	Project FRESH	Recertification	TOTAL
April	3	158	54	19	114	159		295	802
May	6	133	50	17	85	165		287	743
June	3	163	57	101	139	139		263	755

Lead Tests Billed

April	58
May	58
June	55

- The WIC program has successfully undergone a program audit by the United States Department of Agriculture (USDA). The audit, which is part of a greater audit of the WIC program in Michigan (the Michigan Department of Agriculture and Rural Development.) The program audit of the Bay County Health Department had no major findings and it was generally reported by USDA staff that the program here at BCHD is well run and in accordance with federal and state laws and policies. A complete and formal report of the audit will be presented by the USDA to BCHD administration in August of this year.
- The WIC Program welcomes Kristina Doyle, RD as a part-time Registered Dietitian.

- The WIC Program welcomes Mandy Carmona, RN as the new Public Health Nurse. Ms. Carmona will assist clients for their WIC needs, provide counseling and help with other needs such as immunizations and lead poisoning investigations.
- The WIC Program staff recently attended the Statewide Michigan WIC Conference in Traverse City and was educated on updates to Federal and State WIC policy and other related curricula on dietary improvements for clients.

HOUSING DEPARTMENT

Meetings/Trainings attended by Housing Director

- Rachelle Anderson (Director) attended the Michigan Housing Directors Association (MHDA) Spring Conference in Traverse City May 8-10th
- Rachelle Anderson (Director) attended the MiNAHRO Spring Conference in Battle Creek April 16-19th
- Monthly Elder Abuse Task Force Meetings
- Bi-Monthly Senior Task Force Meetings
- Submitted grant application for the HUD FY 2013 Residential Opportunity and Self-Sufficiency (ROSS) Service Coordinators Grant
- Quarterly Blue Cross Blue Shield Community Advisory Committee (BC/BS CAC) Meeting
- Monthly Department Head Meetings
- Board of Commissioner and Various Board Committee Meetings
- Healthy People Healthy Bay Community Needs Meeting
- Met with Franklin Energy regarding Consumers Energy energy-efficiency rebate program
- Met with UP engineering to discuss engineering for boiler replacement
- Rachelle Anderson (Director) attended Housing Roundtable with Congressman Kildee
- Rachelle Anderson (Director) completed inspections for 11 apartment units
- Met with corporate counsel on several occasions to discuss tenant matters and contracts

Maintenance Activities

- Numerous work orders completed in both common areas and apartment units
- Met with U.P Engineers to discuss plans for boiler replacement
- Completed unit turnaround maintenance for ten apartments
- Completed inspections for 11 apartment units

JUVENILE HOME

- Interim Inspection by the State Licensing Authority was completed and the facility passed inspection
- Managing updates to software for resident files
- Experiencing increase in out of county use of facility. Billed out of county jurisdictions \$8,700 in April, \$22,200 in May and \$25,800 for June.

Date In Detention (Search Only) between '4/1/2013' and '6/30/2013'

<u>County</u>	<u>Count Days</u>
ALPENA	16

BAY	960
HURON	23
HURON DHS	48
IONIA	17
IONIA DHS	60
IOSCO	59
OTSEGO	5
ROSCOMMON	25
TUSCOLA	19
TUSCOLA DHS	126
Total	1,358

Community Corrections

- The Community Corrections application for FY2014 funding has been completed and submitted to the Office of Community Alternatives. Due to unexpected statewide budget cuts, the level of funding has been reduced by \$18,137. Despite these cuts, Community Corrections programming remains stable. However, the Pretrial Specialist position will be reduced to part time status.

Program Numbers

Program Name	Number of New Enrollees	Jail Days Saved
Pretrial Services	326	3505
Outpatient Treatment	96	2246
Cognitive Change Program	13	1828
Drug Testing Program	42	3428

- Jail overcrowding and effective jail utilization continue to be concerns for Community Corrections. Programs such as Pretrial Supervision, Drug Testing, and Residential Treatment serve as alternatives to incarceration. The Pretrial Specialist supervises offenders on bond, allowing them to work within the community rather than spend time in jail awaiting their next court date. In this quarter, the Pretrial Supervision program has seen an 86.6% success rate, with 3,505 jail bed days saved. Releasing low risk offenders under Pretrial supervision allows jail space to be used for high risk and violent offenders, improving the level of effective jail utilization.
- The Community Corrections Coordinator oversees the Sheriff Work Program. Non-violent offenders work with Buildings and Grounds staff to cut grass, clean and maintain county property, and participate in any other approved projects within the community. Recently, the inmates have assisted the River Roar, Bay City Fireworks, the Bay City Fire Department, and various activities downtown. In this quarter, the Sheriff Work Program has saved 519 jail bed days, which amounts to a savings of \$34,773.
- The Community Corrections Coordinator attends several meetings each month. Throughout this quarter, the Coordinator attended bi-weekly Treatment Court Admissions Committee meetings, monthly meetings with Circuit Court Probation staff, bi-monthly Tricap Board meetings, bi-monthly Division Managers meetings, and quarterly MPRI Steering Team meetings. The Coordinator also hosts bi-monthly CCAB meetings with Community Corrections stakeholders.

MSU EXTENSION

Michigan State University (MSU) Extension is an educational outreach unit of Michigan State University. While working in the community, non-traditional educational programs are provided to assist families, whether in farm, rural or urban settings, to improve their lives. Education provided by MSU Extension extends beyond the brick-and-mortar assistance that may be of interest in other areas of community support.

The following programs are highlighted for this quarter. Many are accomplished in collaboration with other departments or organizations with MSU Extension taking leadership.

4-H Program Coordination

Jodi Wrzesinski, 4-H Program held 4-H Cloverbuds held a camp for 5-8 year olds from July 9-July 12. The 20 campers participated in an "Around the World in 4 Days" themed camp. Each day, campers were exposed to a different country, which were China, Australia, Germany, and Canada/United States.

Participants took part in a variety of activities, including:

- Making candy sushi
- Field trip to Delta College Planetarium
- Go through the bus wash in a Bay Metro Transit bus
- Make tie dyed t-shirts
- Watch a magic show
- Paint Pottery
- Visit the Tall Ships
- And more!

Jodi has been very busy gearing up for the 2013 Bay County Fair and Youth Explosion. The Bay County Fair and Youth Exposition will be held from Tuesday, August 6, through Saturday, August 10, 2013. Some of the highlighted activities for the Fair include:

- The Bay County 4-H Advisory Council is selling 4-H Cookbooks. The book is made up of 300 recipes from 4-H family, friends and alumni over the years. The cost is \$10.
- The Livestock Auction will be held on Thursday, August 8, 2013, with bidding beginning at 6:00 p.m.
- There will be an archery contest held on Friday, August 9th at 10:00 am at the Bay County Fairgrounds. Pre-registration is required.
- The Bay County King, Queen, Prince, and Princess contestants for the contest will interview on Wednesday, July 17, 2013, at 5:00 p.m. at Fair Entry Registration. Winners will be announced at the Bay County Fair and Youth Exposition's Opening Ceremony on Tuesday, August 6, 2013.
- As part of the Garden Vegetable Community Service Project, during the 2013 Bay County Fair 4-H families are encouraged to bring any extra garden fresh produce to donate to the Homeless Shelters in Bay County. Every year 4-H families grow produce to showcase at the Fair, this year we would like to take a special step in helping the community with our extra produce. If you have anything you would like to donate please bring it to the Canteen Sunday, August 4, 2013, during Still Project Judging. 4-H

Council will have a basket for collecting donated vegetables. Please make sure this is fresh produce we want to donate quality produce to the community.

- The Ag Olympics happens on Friday, August 9th at 1:00 pm. This is always a fun event for the 4-H youth participants.

4-H Life Skills and Capacity Building

- Jodi Schulz, Extension Educator has been working diligently in co-planning and co-coordinating the Michigan 4-H Discovery Camp. Michigan 4-H Discovery Camp is a five-day exploration camp held at Michigan State University for youth ages 13-19. Campers will explore ideas, research and opportunities in the field of energy as it relates to natural resources and agriculture.
- 4-H Discovery campers will stay in a campus dorm and experience campus life, enjoying a mix of recreational opportunities and learning experiences.
- As part of the programmatic responsibilities, MSU Extension Educators are required to write two articles a month on the latest research and education in their area of specialty. Jodi has published 8 articles in the last 4 months focusing on topics such as voluntourism, supervising and empowering volunteers, resolving conflicts in the workplace, and personal safety. The links to each article are below:

http://msue.anr.msu.edu/news/voluntourism_an_explanation

http://msue.anr.msu.edu/news/supervisors_how_to_empower_the_volunteers_they_oversee

http://msue.anr.msu.edu/news/supervising_volunteers_five_basic_principles

http://msue.anr.msu.edu/news/should_you_request_your_childs_next_teacher

http://msue.anr.msu.edu/news/strategies_to_resolving_conflicts_in_the_workplace

http://msue.anr.msu.edu/news/strategies_to_resolving_conflicts_in_the_workplace_part_2

http://msue.anr.msu.edu/news/personal_safety_is_a_4_h_life_skill

http://msue.anr.msu.edu/news/summertime_campfire_fun_and_safety

- Visit www.msue.msu.edu and to view articles in area of your interest as well as follow the prompts to get customized email digests. Digests are electronic newsletters of recent articles published on the MSUE website. You can unsubscribe or change your areas of interest anytime. The digests contain information on categories including agriculture, business, community, family, food and health, lawn and garden, 4-H and youth, and natural resources.

Supplemental Nutrition Assistance Program (SNAP-Ed)

- MI Project Fresh is well underway. WIC Project FRESH is an educational program providing participants with coupons to purchase locally grown fresh fruits and vegetable at the Downtown Bay City Farmers' Market. It plays an important role in helping families

eat more fruits and vegetables. It also benefits local farmers by providing them with additional income through the redemption of the Project FRESH coupons.

- Ann Arnold, Extension Educator and Karen Parker, Program Instructor are gearing up to offer Cooking Matters classes in Bay County. Cooking Matters is empowering families at risk of hunger with the skills, knowledge and confidence to make healthy and affordable meals. With the help of volunteer culinary and nutrition experts, course participants learn how to select nutritious and low-cost ingredients and prepare them in ways that provide the best nourishment possible to their families.

Building Stronger Families

- Ann Arnold, Extension Educator, completed a total of 21 home visits to at-risk families in Bay County. Ann uses the Parents as Teachers (PAT) which is an early childhood family support and parent education home-visiting model. Ann works with parents to strengthen protective factors and ensure that young children are healthy, safe, and ready to learn. The goals of the model are to increase parent knowledge of early childhood development, improve parenting practices, provide early detection of developmental delays and health issues, prevent child abuse and neglect, and increase children's school readiness and school success.

Breastfeeding Initiative (BFI)

Nola Leinaar, Program Instructor continues to implement the BFI Program in Bay County. The goals of the program are:

- Provide breastfeeding peer support and encouragement to women throughout the infant's first year of life.
- Increase breastfeeding initiation and duration rates among low income women.
- Enhance state and local WIC/MSU Extension collaboration to expand service delivery and education for mothers and babies.

PERSONNEL AND EMPLOYEE RELATIONS

Personnel Activities

- Investigate alleged harassment activity at Juvenile Facility.
- Promulgated regulations for Affordable Care Act (30 hour rule).
- Led Task Force to resolve issues between Animal Control and Humane Society.
- Completed final analysis and report to Michigan State Police on the Homeland Security Audit.
- Investigated and took appropriate action regarding a personnel issue at the Juvenile Facility.
- Investigated and assisted in resolution of a personnel matter at Mosquito Control.
- Posted several positions on behalf of the Health Department, WIC, Environmental

Health, Division on Aging, Community Center, Environmental Affairs and Community Development, Probate Court, Circuit Court, Building and Grounds and the Prosecutor's Office.

- Conducted several series of interviews for
- Community Center Manager
- Wellness Coordinator
- Health Director
- Processed new hire paperwork for people in the following departments: Health, Civic Arena, Division on Aging, Golf Course, Marine Patrol, Community Center Pool, Mosquito Control, Circuit Court, Central Dispatch, Personnel, Building and Grounds, Administrative Services/Recreation, Summer Recreation Program.
- Welcomed Jeanie Deckert to Bay County Personnel Department as the new Wellness Coordinator.
- Conducted interviews and investigations on eight reclassification requests.
- Created and Conducted Violence in the Workplace Training and assisted Emergency Manager in developing a local plan for same.
- Participated in budget review process.
- Participated in RFQ process for worker's comp and MSHDA grant.

Employee Relations

- Conducted negotiations between Bay County and
 - Nurses
 - BCAMPS
 - USW
 - Sheriff's Command Group
 - Dispatchers
 - CFOs
 - Circuit Court
 - District Court
 - Friend of the Court
 - Probate Court
- Conducted mediation for District Court on grievance (settled).

Education / Community Activities

- Attended Institute for Continuing Legal Education – Employment Law -- in Ann Arbor.
- Assisted SVSU Continuing Education Division on a project.
- Helped organize the annual conference for Michigan Labor Management Association (MLMA).
- Conducted mock job interviews at local high schools.
- Conducted interview training for a Bay County group at the Lincoln Center.
- Rejoined the Board of Directors at the United Way of Bay County.
- Conducted several activities as a director of Valley Society for Human Resource Management.

Payroll / Benefits

- Updated County Payroll and Health Benefits projections for the 2014 Budget.
- Implemented new time clock for Mosquito Control seasonal employees.
- Converted paper checks to electronic deposit and electronic advices.
- Closed 2012 Health Insurance Fund and calculated the employee contribution rates effective 7/1/13.
- Calculated and paid out Employee RX Incentive payment.

Retirement and Worker's Compensation

- Completed the information provided for the December 31, 2012 Audit.
- Completed the bid project for the Worker's Compensation Third Party Administrator and will award the contract in July, 2013.

PUBLIC DEFENDER

- No Report Submitted.

911

1. Most emergencies begin with a call to 9-1-1. The call must be handled correctly every time by professionals using the best standardized processes and systems available. When processes fail, analysis is required, and remedial action must occur in a timely manner. To that end, we have implemented a Quality Assurance program for call taking at Central Dispatch. Our aim to ensure a 95% accuracy rate. Currently, the Central Dispatch Average is 92%.
2. As part of the ongoing efforts towards narrowbanding and interoperability, Central Dispatch worked with Bay City Public Safety to migrate Fire onto the 800 MHz MPSCS Radio System. As of July 1st 2013, all Fire, Law Enforcement and EMS agencies in Bay County operate on the MPSCS 800 MHz Digital Radio System. This mile stone would not have been achieved without the effort and cooperation of all Bay County First responder Agencies.
3. Two new employees, John Briggs and Matt Mikolajczak, began their dispatching career with 911. Both employees are currently in phase 2 of the Bay County Central Dispatch training program.
4. Bay County Central Dispatch is working with the First Responder Community to enhance access to mobile data. The first of two projects is web based mapping. This project will allow first responders to access fire hydrant data, Extremely Hazardous Substance Locations, weather data and host of other information. The second project is digitizing Fire Department Rip&Run process. We begin testing the Rip&Run project in July. The Rip&Run project has been a collaborative effort between the Bay County Central Dispatch, Bay County Emergency Mgmt, Bay County ISD and Local Fire Departments.

Emergency Management

1. BAY Alerts –We are continuing to encourage both administrator use and public use of the BAY Alerts system. We have sent a total of 712,230 messages this quarter.
2. Warning Sirens –In an effort to increase the warning capabilities for residents of Bay County, we are moving forward with siren system expansion. The sirens that were installed in the following locations: Linsday School, Cass Avenue Boat Launch, Across from St Stans Athletic Field, Christa Mcauliffe Middle School, Bangor Schools Bus Garage and Western High School were programmed and powered this quarter. The sirens were tested on May 15th, and now provide a much greater coverage for the warning system.
3. Region 3 Homeland Security –Emergency Mgmt attended various Region 3 Homeland Security Board meetings and subcommittee meetings.
4. Training – Ryan Manz attended the WebEOC train the trainer course. Emergency Mgmt held 3 WebEOC trainings for Bay County EOC staff with 19 attendees. More training will be held next quarter to train the rest of the EOC staff. WebEOC is a web based platform used to establish a common operational picture during large incidents. The use of WebEOC is mandated by the Michigan State Police.

During weather related emergencies, it is important to obtain critical weather information throughout the county in order to make proper decisions regarding the safety of the citizens. Skywarn Weatherspotters are used by County staff as well as the National Weather Service, to obtain this critical information. These volunteers help keep their local communities safe by providing timely and accurate reports of severe weather. Emergency Mgmt, in conjunction with the National Weather Service, trained 17 Skywarn Weatherspotters this quarter.

In the first quarter of this year Emergency Mgmt. instructed 40 Health Department staff in the new Managing a Fatal Force Encounter training. To follow-up on that training, this quarter, Emergency Mgmt. developed and deployed Run, Hide, Fight Personal Action Plans to the previously trained Health Department Staff. This personal action plan will help each staff member be respond accordingly should a fatal force encounter take place in their work area.

5. Planning – Emergency Mgmt. updated the Communications Annex to the County Emergency Action Guidelines (EAG).

In order to follow-up on the fatal force training, we developed a five question audit that will be used to measure the effectiveness of the training. This audit will be administered twice a year.

Emergency Mgmt. met with first responder agencies, private security, and event staff to

develop an Incident Action Plan for the fireworks festival. The IAP will provide all stakeholders with a common operational picture to allow for proper response during the festival.

Emergency Mgmt. met with USCG and other stakeholders to help plan for the Tall Ships festival.

6. Incidents –Emergency Mgmt did not respond to any incidents this quarter.
7. Exercise – Bay County Emergency Mgmt assisted the Bay Arenac Career Center in conducting lockdown drills.

Emergency Mgmt. participated in a table-top exercise with the USCG in preparation for the Tall Ships festival.

Ryan Manz acted as an evaluator for a full-scale, fatal force encounter, exercise in Tuscola County.